



## **10<sup>th</sup> Annual State of Delaware Hazardous Materials Training Workshop**

**Planning Committee Hot-Wash Meeting**

**Mill Creek Fire Company, Station 21**

**Tuesday, May 9<sup>th</sup>, 2017**

**2:30 PM -4:30**

### **Discussion Notes**

#### **Voting Members Present: ( 7 )**

- |                                 |                                      |
|---------------------------------|--------------------------------------|
| 1. Jerry Brennan - DSFS         | 5. Joe Leonetti –St Francis Hospital |
| 2. Ken Cenci - DNREC            | 6. Jake Morente - LEPC NCC           |
| 3. Mark Dolan – DNREC           | 7. Beth Neumane – Rogers             |
| 4. Dave Irwin–Chairman/LEPC NCC |                                      |

**A quorum was not present**

#### **Non-voting Members Present: ( 1 )**

1. Dave Carpenter – NCC OEM

#### **Other Attendee's Present: (1) Robert Papp – Mill Creek Fire Company**

1. **Meeting Cancelled at 2:35 PM – no quorum.** Those in attendance stayed for discussion.
2. **Agenda Approval.** Unable to approve agenda
3. **Minutes Approval from Meeting #7** Unable to approve March 2<sup>nd</sup> 2017 meeting minutes
4. **Things that Went Well** (see spreadsheet).
  - Instructor & Exhibitor Registration – held in the fire school Instructors lounge worked out very well.
  - 36 Sponsors – a record number
  - Sponsor Plaques were very nice – Crown Trophy did a great job
  - Many positive comments from students and instructors
  - Thursday Preparation went very well – everything was ready early Friday morning. Separate Saturday only student name tags from Friday's students – helps to keep them separated.

- Cake – several positive comments
- Mark Dolan thanked Mill Creek Fire Company for their financial management and sponsor coordination

## 5. Things that Can be Improved On.

- Signs needed to direct Instructors and Exhibitors to Instructors Lounge, away from student registration area.
- Additional Foot Traffic for Exhibitors.
  1. Fish Bowl idea – draw hourly winners
  2. Consider narrowing exhibitor times
- Name tags – Enlarge Font size and order alligator style clips. Pin style didn't work very well.
- Friday format discussion. The success of Friday courses has made it a very long day - losing people for presentation and dinner
  - Discussed moving keynote and presentations to Friday breakfast or lunch.
  - Opening ceremony at lunch with keynote speaker at 4:15 PM, concluding at 5:00 PM
- Consider adding Friday breakfast and lunch, with hot meals.
- Consider Saturday breakfast with a hot meal
- Class A Suites were damaged – possibly by non-technician level students? Consider certification review?
- Instructor Fees; discussion took place regarding instructor expenses; product, travel and lodging fees
  - Consideration for the large transportation and product expense of Tanner Industries and BioFuels

6. **Workshop Attendance** - reported on by Jerry Brennan

- Friday 4/7 239 registered – 213 attended
- Friday Dinner 4/7 128 registered – 69 attended
- Saturday 4/8 191 registered – 175 attended

7. **Income and Expenses** – Mr. Robert Papp, treasurer of the Mill Creek Fire Company, distributed several spreadsheets including a Balance Sheet, Profit & Loss Detail, Bank Statement, Deposit Detail, Vender & Sponsor detail. Mr. Papp provided a very organized presentation, answered questions, and reported all bills paid.

8. **Possible dates for next year's Hazmat Workshop** – Jerry Brennan said looking ahead that Friday and Saturday, April 6<sup>th</sup> & 7<sup>th</sup> 2018 – which are only tentative at this point. Final determination and scheduling must be approved by the Fire School in the coming months. The SERC will also need to approve a 2018 workshop.

9. **Delaware Fire Service News** - Jake Morente offered to write an article on the success of the workshop and encourage students to next year's venue. Jerry offered to provide DSFS photos.

**10. Discussion concluded at 4:18 P.M.**

Respectfully submitted by Jacob Morente



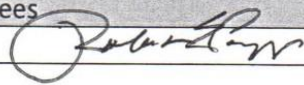
**10<sup>th</sup> Annual State of Delaware Hazardous Materials Training Workshop**  
**Planning Committee Hotwash Meeting**  
**Mill Creek Fire Station 21 Training Room**  
**Tuesday, May 9, 2017**  
**2:30 PM – 4:30 PM**

No.	NAME	SIGNATURE
<b>Voting Members (minimum of 9 required):</b>		
1.	Dave Anderson	
2.	Jamie Bethard	
3.	Jerry Brennan	
4.	Ken Cenci	
5.	Sarah Davis (Proxy for A. Dalton)	
6.	Ron Dietrick	
7.	Mark Dolan	
8.	George Giles	
9.	Glenn Gillespie (Vice-chair)	
10.	David Irwin (Chair)	
11.	Bill Kelly	
12.	Rebecca Keyser	
13.	Joe Leonetti	
14.	Jake Morente	
15.	Beth Neumane	
16.	Charles Stevenson	
<b>Non-voting Members:</b>		
1.	Dale Annis	
2.	Dave Carpenter	
3.	Joe Cochran Jr.	
4.	Marc Evans	
5.	Krissy Kreutzer	
6.	Miranda Mal	
7.	David Mick	
8.	Ellen Malenfant	
9.	Sam Palermo	



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No.	NAME	SIGNATURE
Other Attendees		
1.	ROBERT E PAPP	
2.		
3.		
4.		
5.		